



DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

**CONTROL COPY**

IN REPLY REFER TO:

REV: 5MAY01

COMNAVREGMIDLANTINST 4570.1

PMSL 931

**30 AUG 2001**

COMNAVREG MIDLANT INSTRUCTION 4570.1

Subj: PROCEDURES FOR TURN-IN OR TRANSFER OF EXCESS GOVERNMENT PROPERTY

Ref: (a) DOD Manual 4160.21M  
(b) NAVSUP P-545  
(c) SECNAV 5510.30A  
(d) UADPS Procedure (M)

Encl: (1) Sample of DDForm 1348-1a

1. Purpose. To provide policy and procedures for turn-in of Government owned property to Defense Reutilization and Marketing Office (DRMO), Norfolk in accordance with references (a) through (c). Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked. This instruction consolidates and standardizes procedures at the three Regional Supply Office (RSO) Norfolk sites (Naval Station (NAVSTA), Norfolk; Naval Amphibious Base (NAB), Little Creek; and Naval Support Activity (NSA), Norfolk.

2. Cancellation. NAVPHIBASELCREEKINST 4160.1C  
NASNORVAINST 4570.2

3. Background. Department of Defense (DOD) components are accountable for all Government-owned property under their control. Efficient management of Navy assets is top priority for RSO, Norfolk. In accordance with reference (a), RSO, Norfolk is responsible for the proper transfer of material, equipment and repair parts (except FSC 6505 medical/dental items and live ordnance). RSO Norfolk will assign in writing a designated representative for all supported activities on NAVSTA, Norfolk; NAB, Little Creek; and NSA, Norfolk, who will be responsible to the Regional Supply Officer Norfolk for the proper execution of this instruction.

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a. DRMO utilizes an automated tracking system; therefore, all turn-in documents must be properly prepared in accordance with reference (a). The system forwards copies of turn-in documents to the activity's Supply Department for the purpose of reconciling records. The RSO, Norfolk designated representative will validate for correctness all material turn-in or transfer documents.

b. The RSO, Norfolk representatives for NAVSTA, Norfolk; NAB, Little Creek; and NSA, Norfolk will be responsible for assisting customer activities in the proper procedures and documentation for DRMO turn-in and issue.

4. Policy. RSO, Norfolk and customers will comply with the contents of this instruction to ensure proper control of materials being turned in or transferred to DRMO.

5. Action. Excess property to be turned in or transferred generally falls into several categories, each having different procedures to be followed prior to turn-in or transfer. Each RSO, Norfolk site is assigned a series of expenditure document numbers for exclusive use to exercise accountability of material being turned in or transferred.

NOTE: Document number series utilizing UIC N62688 will be used as follows:

NAB 7000-7199  
NAVSTA 7200-7299  
NSA 7300-7399

a. The following are the various categories of material or equipment and the governing procedures to be used to ensure proper accountability:

(1) Depot Level Repairables (DLR). DLRs will be disposed of in accordance with reference (b).

(2) Classified Material. Procedures for the turn-in of classified material will be as directed by reference (c).

(3) Scrap Metal. Scrap metal may be disposed of in one of two ways:

(a) Scrap metal may be turned in to Defense Reutilization and Marketing Office, Bldg. 400, Magazine Road Portsmouth, VA, using a turn-in document DD Form 1348-1a.

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(b) Dispose of scrap metal by using the designated scrap metal containers that are located throughout the bases. Documentation is not required for disposal of scrap metal in this manner.

(4) Excess. As defined in reference (b), excess material is material, equipment or repair parts which exceed authorized allowances. Procedures for turn-in of excess material are provided in reference (d).

(5) Non-Excess. This is property that is obsolete, unfit for performance, or unserviceable through no specific cause or as a consequence of normal use. Contact the Designated Representative for assistance in disposing of this material.

(6) Special Equipment. Reference (a) discusses controlled property requiring prior approval before turn-in. The Accountable Officer will forward the authorizing disposition document(s) to the Designated Representative for assistance in the preparation of the turn-in or transfer document. The following are examples of special controlled equipment:

(a) Automated Data Processing (ADP) equipment not controlled by Information Technology.

(b) Civil Engineering Service Equipment (CESE).

(c) Defense Industrial Plant Equipment (DIPEC).

(d) Hazardous Material/Waste (HAZMAT/HAZWASTE).

(e) Radioactive Material.

(7) Plant Property. Plant property custodians shall remove all barcode labels from plant and minor property turned-in or transferred. The label must be attached to the DD Form 1348-1a and retained by the Plant Property Administrator. The customer will prepare the required DD Form 1348-1a in accordance with enclosure (1). An expenditure file will be maintained to ensure a means of tracking material and providing relief of accountability for the custodian. Turn-in of plant/minor property belonging to RSO, Norfolk must be approved by the appropriate Plant Property Administrator before turn-in.

b. Proper packaging and preparation of the above categories of material is ultimately the responsibility of the turn-in customers. Assistance in all packaging, preparation and palletizing is available from the RSO, Norfolk designated representative.

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c. Contact the RSO, Norfolk Designated Representative to make arrangements for any required transportation to DRMO for material turn-ins.

d. After turning in the material, forward a signed, legible copy of the turn-in document to the appropriate RSO, Norfolk Designated Representative.

6. Forms. DOD Single Line Item/Receipt Document (DD Form 1348-1a, NSN 0102-LF-115-3800) is available in the Navy Supply System and may be requisitioned in accordance with NAVSUP P2002.



S. S. Jones  
By Direction

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